



---

## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

---

§13-10-10, Baltimore County Code; Health-General Article, §21-321, Annotated Code of Maryland; Code of Baltimore County Regulations (COBCR) 1.01.01 – Food Service Facilities and The Code Of Maryland Regulations (COMAR) 10.15.03 Food Service Facilities require that plans and specifications be submitted to the department when a person proposes to construct, remodel or alter a food establishment, or convert or remodel an existing building for use as a food establishment. Plans and specifications for the building and equipment, and information regarding the foods to be prepared, processed, or manufactured are required. This information will be used to classify the facility as high, moderate, or low priority. Definitions of priority assessment levels are found in COBCR 1.01.01.36C and COMAR 10.15.03.33C.

A HACCP plan is required for all high or moderate priority facilities. *Facilities which serve only hand-dipped ice cream or commercially packaged potentially hazardous foods, **do not** require a HACCP plan.* The following information is intended to assist you in providing the necessary information for both priority assessment and HACCP plan development.

### Contents

- A. Priority Assessment Information
- B. General Food Handling Information and Procedures
- C. HACCP Plan Required Contents
- D. HACCP Plan Formatting Instructions
- E. Obtaining Baltimore County Retail “Food Service Facility” Regulations
- F. Obtaining Maryland Retail “Food Service Facility” Regulations
- G. Model HACCP Formats and Sample Written Employee Training

### **A. Priority Assessment Information**

1. *Menu or foods* – Provide a copy of the menu or a written description of the foods to be prepared and served.
2. *Food service system* – Specify the food preparation and service systems you will use (i.e., cook-serve, cook-chill-reheat-hot hold-serve, or cold hold-serve).
3. *Population served* – Specify whether you serve food in a health care facility, as defined in COBCR 1.01.01.02B(55) and COMAR 10.15.03.02B(38).



---

## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

---

### B. General Food Handling Information and Procedures

*(only required for facilities classified as “high” or “moderate”):*

1. Describe how you will ensure that all foods are obtained from approved sources.
2. Specify how cross-contamination from raw to cooked or ready-to-eat foods will be prevented.
3. Indicate how frozen, potentially hazardous, food will be thawed.
4. Indicate how potentially hazardous food will be cooled (i.e., ice baths, shallow pans, or rapid chill).
5. List the foods or categories of foods that will be prepared more than 12 hours in advance of service.
6. Specify whether any prepared foods are distributed off-premises.
7. Specify whether any refrigerated foods are received which require storage temperatures below 41°F.
8. Indicate whether reduced oxygen packaging of food, as defined in COBCR 1.01.01.02B(93) and COMAR 10.15.03.02B(63), will be conducted onsite.
  - Include specific information for any processes or procedures which incorporate: “Time-only” control (see COBCR 1.01.01.11 and COMAR 10.15.03.08),
  - “Pooling” of eggs (see COBCR 1.01.01.07D and COMAR 10.15.03.09D), and/or
  - Serving raw or undercooked animal foods (see COBCR 1.01.01.08C, D, and F; COMAR 10.15.03.10 C, D & F).

### C. HACCP Plan Required Contents

*The plan must include:*

1. Identification of Critical Control Points (CCP). CCPs generally include cooking, cooling, reheating, cold holding, and hot-holding, but other steps may be included if needed for a specific food. Note that cold food preparation, like chopping, mixing and slicing, *is not* a CCP step. Hazards are controlled during those processes by following Good Retail Practices (GRPs), sometimes referred to as Standard Operating Practices (SOPs).
2. Critical limits for each CCP.



---

## **Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan**

---

3. Monitoring procedures for each CCP.
4. The corrective action that will be taken if there is a loss of control at a CCP due to such factors as employee error, equipment malfunction, or power failure
5. Verification procedures that will ensure proper monitoring of each CCP, such as calibration of cooking and holding equipment and thermometers, and maintenance and review of records such as temperature logs. Using logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that specified corrective actions are taken when critical limits are not met.
6. A list of equipment used to support the proposed food service systems and maintain control at each CCP.
7. Written procedures for employee training on HACCP procedures (see attached example in section "F").

### **D. HACCP Plan Formatting Instructions**

The HACCP plan for your facility should be developed in a format that is easy for your employees to use. Once approved, this document must be readily available in the food preparation area of each facility. Examples of acceptable methods include:

- A. Listing each CCP separately, with the menu items that utilize the CCP, the critical limits, monitoring procedures, corrective action, verification methods for that CCP, and the equipment used to control the CCP (see attached example #1);
- B. Using a HACCP flow diagram and chart for selected menu items or groups of menu items (see attached example #2);
- C. Incorporating each CCP and the monitoring, corrective actions, and equipment used, directly into the recipe or preparation instructions (see attached example #3); or
- D. Using the "Process Approach" as advocated by the US Food and Drug Administration. (see attached example #4).



## **Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan**

---

### **E. Obtaining Baltimore County “Food Service Facility” Regulations (COBCR 1.01.01, effective 06/29/09):**

Access online at [www.baltimorecountymd.gov/food](http://www.baltimorecountymd.gov/food). Then follow the directions below:

1. Click on the link **The Code of Baltimore County Regulations (COBCR) 1.01.01** and the title page and the bookmarked sections of the regulations are viewable.
2. From this page, click on each of the 42 individual regulations separately to view the text. The entire regulation text can be printed or you can print individual pages from your print queue.

### **F. Obtaining Maryland Retail “Food Service Facility” Regulations (COMAR 10.15.03, effective 12/17/10):**

Via online access at <http://www.dsd.state.md.us/comar/>. Then follow the directions below:

1. Click on the 3rd or bottom red circle on the main search page of the COMAR website (see link above) and search by "Access through table of contents structure"
2. From the drop down list, select: Title 10 "Department of Health and Mental Hygiene"
3. Click on: Subtitle 15, "Food"
4. Click on: 10.15.03 "Food Service Facilities." From this page, click on each of the 39 individual regulations separately to view the entire text.



## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

### G. Model HACCP Plan Formats (Examples #1-4) and Sample Written Employee Training Procedure (see following pages):

#### Model HACCP Plan - Example #1 (Listing CCPs Separately) (Shown for “cooling” step)

CCP: COOLING

##### ***CCP and Critical Limits:***

Foods are cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F within an additional 4 hours.

##### ***Monitoring:***

Internal product temperature of food is taken at 1.5, 3.5, 4.5 and 5.5 hours with a metal stem thermometer.

##### ***Corrective Actions:***

If food is not  $\leq 70^{\circ}\text{F}$  at 1.5 hours, food will be iced, stirred, or broken into smaller containers. Food that has not reached 41° F within 6 hours will be discarded.

##### ***Verification:***

Review cooling logs. (Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and that corrective actions listed above are taken and documented if temperatures are not taken or are not satisfactory)

##### ***Equipment:***

Blast chiller, Walk-in cooler

##### ***Menu items using this CCP:***

Fried chicken (cook, hot hold, **cool**, prepare for salad, cold hold, serve)

Macaroni and Cheese (cook, hot hold, **cool**, reheat, hot hold, serve or discard)

Mashed Potatoes (cook, hot hold, **cool**, reheat, hot hold, serve or discard)

Rice (cook, hot hold, **cool**, reheat, hot hold, serve or discard)



## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

### Model HACCP Plan - Example #1 *(continue, shown for “Cooking” step)*

CCP: COOKING

**CCP and Critical Limits:** Foods are cooked to temperature below for specified time:

- Shell eggs cooked for immediate service, fish, meat, and all other potentially hazardous food not specified below cooked to **145°F for 15 seconds**.
- Shell eggs cooked other than for immediate service, ground fish and meats, commercially raised game animals, and injected meats cooked to **155°F for 15 seconds**.
- Whole roasts (for rare roast beef) cooked to **130°F and held for at least 112 minutes**.
- Poultry; stuffed meat, stuffed pasta or poultry; or stuffing containing fish meat, or poultry cooked to **165°F for 15 seconds**.
- Raw animal foods cooked to **165°F and held for 2 minutes**, when using microwave oven for cooking.
- Fruits, vegetables, and commercially processed food for hot holding cooked to at least **135°F**.
- Undercooked seared beefsteak cooked to **145° F for 15 seconds, must have a “cooked” color change on surface**, and regulatory approval of process used.

**Monitoring:**

Internal product temperature of food is taken at completion of cooking time using a thermocouple with a metal probe.

**Corrective Actions:**

If food has not reached required temperature for the specified time, continue cooking. Recheck temperature after additional cooking to make sure standard is reached.

**Verification:**

Review cooking temperature logs. *(Note: An alternate method would be for the supervisor to visually observe that temperatures are taken at the proper times and unsatisfactorily-cooked food is returned to the cooking equipment until the required time and temperature standards are met and documented.)*

**Equipment:** Oven, Range

**Menu items using this CCP:**

Fried chicken (**cook**, hot hold, cool, prepare for salad, cold hold, serve)

Macaroni and Cheese (**cook**, hot hold, cool, reheat, hot hold, serve or discard)

Mashed Potatoes (**cook**, hot hold, cool, reheat, hot hold, serve or discard)

Rice (**cook**, hot hold, cool, reheat, hot hold, serve or discard)



---

## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

---

### HACCP Plan (Example #1 Form)

***CCP and Critical Limits:***

***Monitoring:***

***Corrective Actions:***

***Verification:***

***Equipment:***

***Menu items using this CCP:***



## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

### Model HACCP Plan - Example #2 (Chart Method)

**Facility:** ABC Restaurant

**Preparer:** Don Smith

**Date:** 00/00/00

**Food Item:** Chicken Noodle Soup

**Flow diagram or descriptive narrative of the food preparation steps:**

Cook chicken (CCP 1) > Prepare soup > Cook (CCP 1) > Hot Hold (CCP 2) > Cool (CCP 3) > Reheat (CCP 4) > Hot Hold (CCP 2) > Discard

#### HACCP Chart

Critical Control Points (CCP)	Monitoring Procedures	Corrective Action
<b>CCP 1</b> <b>Cook</b> chicken to a minimum of 165° F. Heat soup to a minimum of 165° F.	Check internal temperature and record in log.	Continue to cook until food reaches 165°F.
<b>CCP 2</b> <b>Hot Hold</b> soup at a minimum of 135°F.	Check internal temperature of the soup every 2 hours and record in log.	Rapidly reheat soup to 165°F if found out of temperature for less than 2 hours. Discard if greater than 2 hours.
<b>CCP 3</b> <b>Cool</b> soup from 135° F to 70° F within 2 hours and from 70°F to 41° F within an additional 4 hours.	Internal product temperature of food is taken at 1.5, 3.5, 4.5 and 5.5 hours with a metal stem thermometer and record in log.	If soup has not reached 70°F in the first 1.5 hours, separate into smaller containers and place in freezer. If soup has not cooled to 41°F within 6 hours, discard.
<b>CCP 4</b> <b>Reheat</b> cooled soup as needed to 165°F.  (Hot hold for service using CCP 2 above. Any soup remaining on steam table at end of day will be discarded.)	Check internal temperature and record in log.	Continue to reheat until food reaches 165°F.

**Verification:** Monitor temperature logs and/or observe temperature monitoring and calibration practices.

**Equipment utilized at each Critical Control Point listed in above chart:**

**CCP 1:** Oven, Range

**CCP 2:** Soup wells on steam table

**CCP 3:** Walk-in refrigerator, freezer

**CCP 4:** Oven, Range





---

## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

---

### HACCP Plan (Example #2 Form)

**Facility:**

**Preparer:**

**Date:**

**Food Item:**

**Flow diagram or descriptive narrative of the food preparation steps:**

**HACCP Chart**

<b>Critical Control Points (CCP)</b>	<b>Monitoring Procedures</b>	<b>Corrective Action</b>

**Verification:**

**Equipment utilized at each Critical Control Point listed in above chart:**

**CCP 1:**

**CCP 2:**

**CCP 3:**

**CCP 4:**



# Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

## HACCP Plan (Example #3 Form)

Menu Item: Hamburger Pie

<b>Ingredients</b>	<b>Procedures</b>	<b>CCP?</b>	<b>Monitoring Procedure</b>	<b>Corrective Action</b>	<b>Verification Procedures</b>
10 lbs ground beef	Thaw meat in walk-in	No			
1 lb each onions, celery, green pepper. 2 pounds American cheese	Wash and dice. Use immediately or store in cooler. Shred cheese and store in cooler until needed.	No			
¾ gallon tomato soup, 2 tsp. Worcestershire sauce, 2 T salt, 1 T pepper	<b>Braise</b> beef, onions and peppers on stove until the mixture reaches 155°F. Add remaining ingredients and return pot to 155°F	Yes	Monitor internal temperature with stem thermometer periodically during cooking process.	Continue cooking	Manager checks thermometer calibration log and observes temperature monitoring by employees.
1 bag Mashed Potato Flakes	Prepare potatoes according to directions on bag. Spread into pans. Top with beef mixture and cheese.	No			
	<b>Bake</b> pie in convection oven at 325°F for approximately 1 hour, until internal temperature reaches 155°F.	Yes	Monitor internal temperature with stem thermometer periodically during cooking process and record data.	Continue cooking	Manager checks thermometer calibration and temperature logs. Observes temperature monitoring and documentation by employees.
	Place on steam table for <b>hot holding</b> at 135°F.	Yes	Check product internal temperature hourly and record data.	Discard if product found below 135°F for more than 2 hours. If below 135°F for less than 2 hours, rapidly reheat using procedure below.	Manager checks thermometer calibration log and observes temperature monitoring by employees and corresponding documentation.
	<b>Cool</b> by placing unserved product in shallow pans with product thickness of no more than 2". Cool in blast chiller from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hrs.	Yes	Check product internal temperature every 2 hours.	Use ice bath if food has not cooled to 70°F within 2 hours. Discard product that does not reach 41°F within an additional 4 hours.	Manager observes procedure and reviews temperature logs.
	<b>Reheat</b> product in convection oven to 165°F within 2 hours.	Yes	Check product internal temperature.	Continue cooking	Manager checks thermometer calibration log and observes temperature monitoring by employees and corresponding documentation.



---

## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

---

### Model HACCP Plan - Example #3 (Recipe Method)

**Menu Item:**

<i><b>Ingredients CCP?</b></i>	<i><b>Procedures</b></i>	<i><b>CCP?</b></i>	<i><b>Monitoring Procedure</b></i>	<i><b>Corrective Action</b></i>	<i><b>Verification Procedures</b></i>



## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

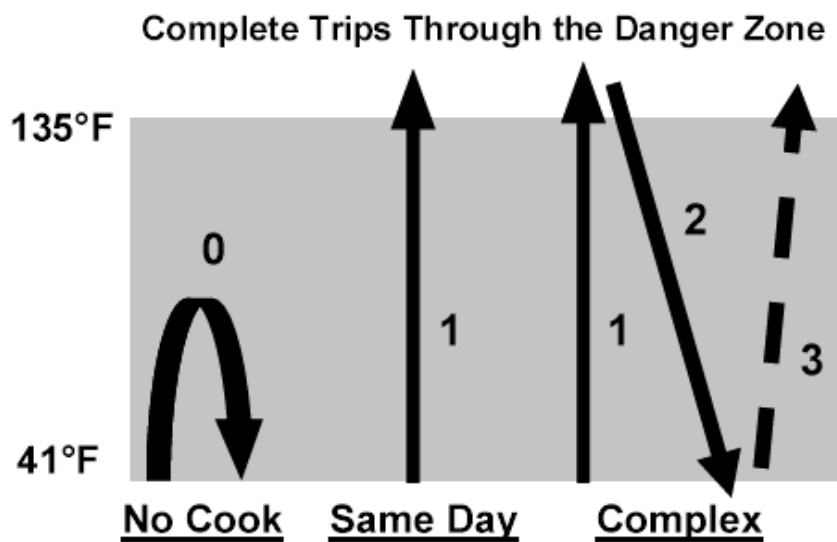
### HACCP Plan - Example #4 (Process Approach)

Source: 2005 FDA Model Food Code, Annex 4, Section 4(C)

Most food items produced in a retail food service establishment can be categorized into one of three preparation processes based on the number of times the food passes through the temperature danger zone between 41°F and 135°F:

- ☐ **Process 1: Food Preparation with No Cook Step**, sample flow: **Receive** → **Store** → **Prepare** → **Hold** → **Serve** (other food flows are included in this process, but there is *no cook step* to destroy pathogens)
- ☐ **Process 2: Preparation for Same Day Service**, sample flow: **Receive** → **Store** → **Prepare** → **Cook** → **Hold** → **Serve** (other food flows are included in this process, but there is *only one trip* through the temperature danger zone)
- ☐ **Process 3: Complex Food Preparation**, sample flow: **Receive** → **Store** → **Prepare** → **Cook** → **Cool** → **Reheat** → **Hot Hold** → **Serve** (other food flows are included in this process, but there are always *two or more complete trips* through the temperature danger zone)

A summary of the three food preparation processes in terms of number of times through the temperature danger zone can be depicted in a Danger Zone diagram. Although foods produced using process 1 may *enter* the danger zone, they do not pass all the way through it. Foods that go through the danger zone only once are classified as Same Day Service, while foods that go through more than once are classified as Complex food preparation.





## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

### Model HACCP Plan - Example #4 (Sample Charts)

#### *Process #1, Food Preparation with no Cook Step*

**Menu Items:** Tuna and Chicken Salads, Cold Meat Sandwiches, Ice Cream and Pie, and Milkshakes

<b>CCP Procedures</b>	<b>Monitoring</b>	<b>Equipment</b>	<b>Corrective Action</b>	<b>Verification</b>
<b>Cool</b> in walk-in refrigerator to or below 41°F within 4 hours, keep in <b>cold storage</b> at 41°F until service.	Check internal product temperature at 2 and 4 hours.	Walk-in refrigerator	Use ice bath if food has not cooled to 41°F within 2 hours. Discard product that does not reach 41°F within 4 hours.	Manager review of Temperature monitoring practices and calibration logs.
<b>Cold hold</b> at 41°F in sandwich prep unit for service.	Check internal product temperature every 2 hours.	Sandwich prep unit	Discard product that is found out of temperature for more than 2 hours, (or if time out of temperature cannot be determined).	Manager review of temperature monitoring practices and calibration logs.

#### *Process #2, Food Preparation for Same Day Service (Refrigerated storage per Process #1)*

**Menu Items:** Baked Chicken, Roast Beef, Fish Filets, Cooked Vegetables

<b>CCP Procedures</b>	<b>Monitoring</b>	<b>Equipment</b>	<b>Corrective Action</b>	<b>Verification</b>
<b>Cook</b> (oven, stovetop, grill, or fryer) to: Chicken 165°F Ground Beef 155°F Whole muscle meat, fish 145°F	Cooks take random internal final cook temperatures	oven, stovetop, grill, or fryer	Continue cooking until final required cook temperature is achieved.	Manager review of production logs.
<b>Hot hold</b> on steam table at 135°F or higher. (Any food left on the steam table at the end of the day will be discarded.)	Check product internal temperatures every 2 hours.	Steam table	Bring food temperature rapidly up to 165°F, if food is out of temperature <2 hours. Discard if >2 hours	Manager review of Temperature monitoring practices or logs.

#### *Process #3, Complex Food Preparation (Cold store per Process #1, cook and hot hold per Process #2)*

**Menu Items:** Soups, Lasagna, Meatballs

<b>CCP Procedures</b>	<b>Monitoring</b>	<b>Equipment</b>	<b>Corrective Action</b>	<b>Verification</b>
Place un-served product in shallow pans with product thickness of no more than 2". <b>Cool</b> in walk-in refrigerator from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hours.	Check internal temperature of food at 1.5 and 6 hours.	Walk-in refrigerator	If product has not reached 70°F in the first 1.5 hours, separate into smaller containers and place in freezer. If food has not reached 41°F within 4 additional hours, discard.	Manager review of temperature monitoring practices or logs.
<b>Reheat</b> food in convection oven or microwave to 165°F within 2 hours.	Check internal food temperature.		Continue to reheat until 165°F is reached.	Manager review of production logs



---

## Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan

---

### HACCP Plan (Example #4 Forms)

#### *Process #1, Food Preparation with no Cook Step*

##### **Menu Items:**

<i>CCP Procedures</i>	<i>Monitoring</i>	<i>Equipment</i>	<i>Corrective Action</i>	<i>Verification</i>

#### *Process #2, Food Preparation for Same Day Service*

##### **Menu Items:**

<i>CCP Procedures</i>	<i>Monitoring</i>	<i>Equipment</i>	<i>Corrective Action</i>	<i>Verification</i>

#### *Process #3, Complex Food Preparation*

##### **Menu Items:**

<i>CCP Procedures</i>	<i>Monitoring</i>	<i>Equipment</i>	<i>Corrective Action</i>	<i>Verification</i>



---

## **Guidelines for Submitting a Hazard Analysis Critical Control Point (HACCP) Plan**

---

### **WRITTEN PROCEDURES FOR EMPLOYEE HACCP TRAINING**

#### *(SAMPLE)*

All employees will be trained to use the approved HACCP plan prior to beginning employment and periodically after that. Training will include identification of the processes that are critical control points, how these processes will be monitored, and what corrective actions must be taken when critical controls are violated. The approved HACCP plan will be available in the food preparation area at all times.

Food temperature logs\* will be used to monitor product temperatures during the preparation process. These completed logs will be maintained in the food preparation area, and held for review by management, as part of the HACCP monitoring system. Training in basic sanitation will include hand washing procedures and methods for cleaning and sanitizing utensils, equipment, and food preparation surfaces. All employees will be trained to use and calibrate a metal stem thermometer, and will be required to check and recalibrate thermometers weekly.

*\*Note: Use of logs for record keeping is strongly encouraged, but not required, as long as the facility can demonstrate that temperatures are routinely monitored, as described in the HACCP plan, and that specified corrective actions are taken when critical limits are not met.*